

## **Forestry Department Emergency Operating Plan for Duration of “Safer at Home Order” for Covid 19**

Forestry, Recreation and Land Department Offices will be operational 7:00 a.m. to 4:00 p.m. with limited staff available on site. Forestry staff schedule and contact information is available below.

### **Scheduling, Work Location and Operational Adjustments:**

Forestry, Recreation and Land Department Offices will be operational 7:00 a.m. to 4:00 p.m. with limited staff available on site. Forestry staff schedule and contact information is available below.

**All staff will be available by phone, e-mail or by appointment only.** Items which must be provided to the public will be processed by mail or e-mail when possible or completed and placed in the office entryway drop boxes for private pick up.

**The following will be the staff work schedule for the duration of the “Safer at Home Order”, scheduling is subject to approval and may be modified by the Forest Administrator or the person who is highest in the chain of command as necessary:**

### **Al Murray- Forest Administrator**

**Phone: 715-891-0388 e-mail: [almurr@vilascountywi.gov](mailto:almurr@vilascountywi.gov)**

**Mondays:** Telecommuting from home, available by phone or e-mail, open for appointments and available at office by request with a 1-hour notice between 6:00 a.m. and 4:00 p.m. Some short attendance at the office is anticipated.

**Tuesdays:** Telecommuting from home, available by phone or e-mail, open for appointments and available at office by request with a 1-hour notice between 6:00 a.m. and 4:00 p.m. Some short attendance at the office is anticipated.

**Wednesdays:** Scheduled to be the forestry employee in office from 6:00 a.m. until 4:00, available by phone or e-mail, in person by appointment.

**Thursdays:** Scheduled to be the forestry employee in office from 6:00 a.m. until 4:00, available by phone or e-mail, in person by appointment

**Friday:** Not scheduled at office but available by phone or e-mail, some short attendance at the office may occur.

### **Jeremiah Oftedahl- Assistant Forest Administrator**

**Phone: 715-891-3543 e-mail: [jeofte@Vilascountywi.gov](mailto:jeofte@Vilascountywi.gov)**

**Mondays:** Scheduled to be the forestry employee in office from 6:00 a.m. until 4:00, available by phone or e-mail, in person by appointment. Prior to end of day, will provide an e-mail or text to forest administrator with work and location(s) scheduled for Tuesday for approval.

**Tuesdays:** Scheduled directly to field work, telecommuting from field, available by phone or e-mail, open for appointments and available at office by request with adequate notice between 6:00 a.m. and 4:00 p.m. Prior to end of day, will provide an e-mail or text to forest administrator with work and location(s) scheduled for Wednesday for approval.

**Wednesdays:** Scheduled directly to field work, telecommuting from field, available by phone or e-mail, open for appointments and available at office by request with adequate notice between 6:00 a.m. and 4:00 p.m. Prior to end of day, will provide an e-mail or text to forest administrator with work and location(s) or office work scheduled for Thursday for approval.

**Thursdays:** Telecommuting from home, available by phone or e-mail, open for appointments and available at office by request with a 1-hour notice between 6:00 a.m. and 4:00 p.m., scheduled directly to field work as needed. Prior to end of day, will provide an e-mail or text to forest administrator with work and location(s) scheduled for Monday for approval.

**Friday:** Not a scheduled work day

### **James Jefferson- Forestry Technician**

**Phone: 715-617-6063 e-mail: [jaJeff@vilascountywi.gov](mailto:jaJeff@vilascountywi.gov)**

**Mondays:** Scheduled directly to field work, available by phone from field, open for appointments and available at office by request with adequate notice between 6:00 a.m. and 4:00 p.m. Prior to end of day, will provide a text to forest administrator with work and location(s) scheduled for Tuesday for approval.

**Tuesdays:** Scheduled directly to field work, available by phone from field, open for appointments and available at office by request with adequate notice between 6:00 a.m. and 4:00 p.m. Prior to end of day, will provide a text to forest administrator with work and location(s) scheduled for Wednesday for approval.

**Wednesdays:** Scheduled directly to field work, available by phone from field, open for appointments and available at office by request with adequate notice between 6:00 a.m. and 4:00 p.m. Prior to end of day, will provide a text to forest administrator with work and location(s) scheduled for Thursday for approval.

**Thursdays:** Scheduled directly to field work, available by phone from field, open for appointments and available at office by request with adequate notice between 6:00 a.m. and 4:00 p.m. Prior to end of day, will provide a text to forest administrator with work and location(s) scheduled for Monday for approval.

**Friday:** Not a scheduled work day

### **Kelly Tyler- Forestry Administrative Assistant**

**Phone: 715-891-9679 e-mail: [ketyler@vilascountywi.gov](mailto:ketyler@vilascountywi.gov)**

**Mondays:** Not a scheduled work day

**Tuesdays:** Scheduled to be the forestry employee in office from 6:00 a.m. until 4:00, available by phone or e-mail, in person by appointment. Prior to end of day, will provide an e-mail or text to forest administrator with work scheduled for Wednesday for approval.

**Wednesdays:** Telecommuting from home, available by phone or e-mail, open for appointments and available at office by request with a 1-hour notice between 6:00 a.m. and 4:00 p.m.

**Thursdays:** To be determined by Parks and Recreation Administrator, Prior to end of day, will provide an e-mail or text to forest administrator with work scheduled for Friday for approval.

**Friday:** Scheduled to be the forestry employee in office from 6:00 a.m. until 4:00, available by phone or e-mail, in person by appointment.

*AMurray*

**Forest Administrator**  
**Vilas County Forestry**

330 Court Street, Eagle River, WI 54521

☎ : (715) 479-5160 | 📠 : (715) 616-1620

✉: [almurr@vilascountywi.gov](mailto:almurr@vilascountywi.gov) | <http://vilascountywi.gov>